



Preschool Enrollment

BACKGROUND

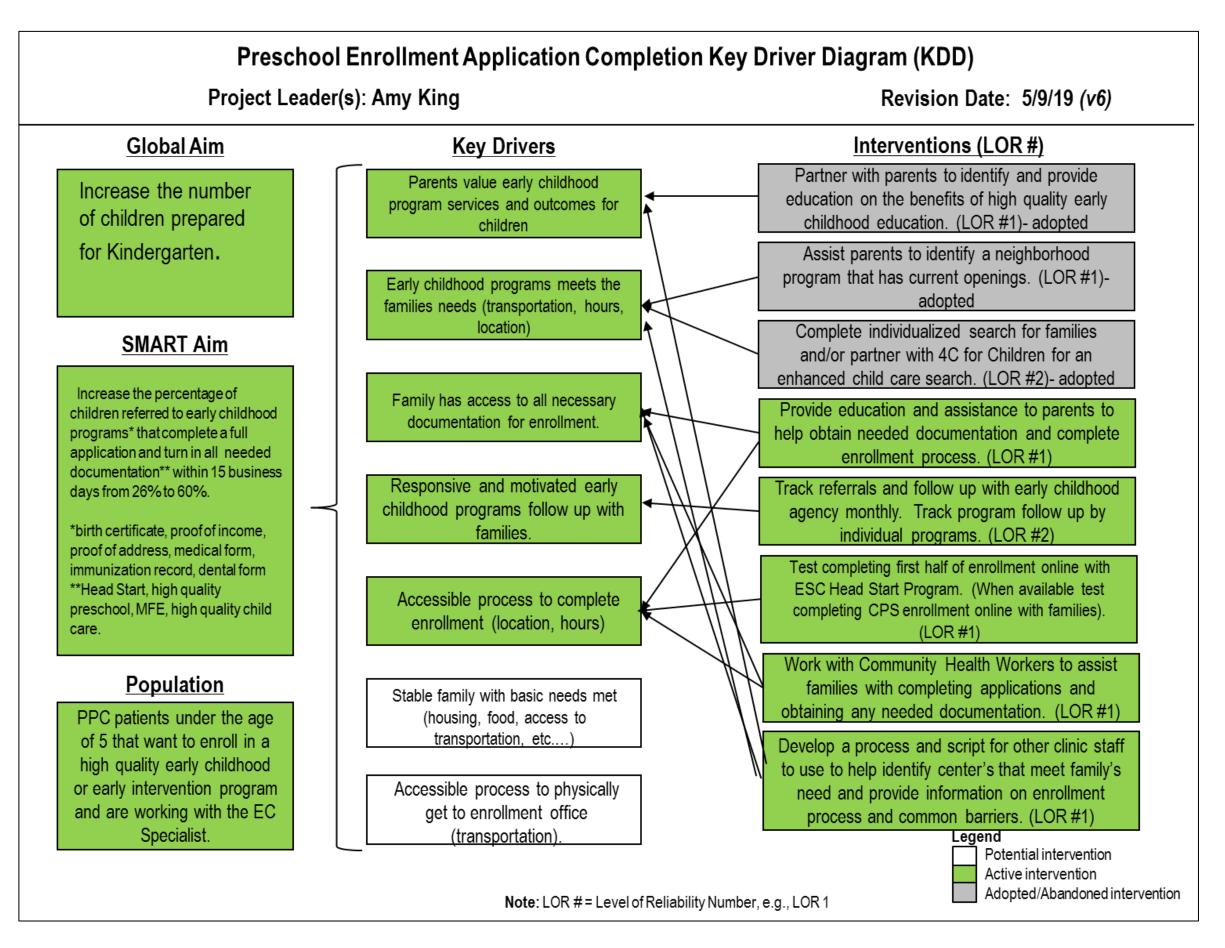


It is difficult for parents of low income families to enroll their children in preschool. For some programs, they have to provide more than 6 different documents to enroll including birth certificate, proof of address, proof of income, medical form, immunization record, dental form, health insurance card, and parent identification.

THEORY

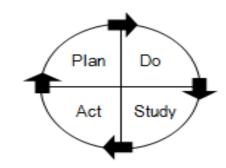


Preschool Enrollment Documentation Key Driver Diagram (KDD) Project Leader(s): Amy King Revision Date: 5/10/2019 (v9) Interventions (LOR #) Global Aim **Key Drivers** Increase the number Identify centers with current openings near Highly motivated parents value early of children prepared childhood education. parent's residence (LOR #1)- adopted for Kindergarten. Work with homeless coalition and enrollment Parents knowledgeable of how to coordinator to identify options for proof of obtain needed documents. residency. (LOR #1)- adopted **SMART Aim** Provide education to parents about necessary Accessible process to obtain Increase the percentage of documents for enrollment and how to obtain documentation (evening hours, documents* parent are able to each type of document (LOR #2) obtain in order to enroll their child in an early childhood program** within 10 business days from 40% to Follow up with families every week to check on Easily accessible resources to obtain progress and offer assistance. (LOR #2) necessary documents (money to *birth certificate, proof of income, cover cost) proof of address, medical form. Work with JFS to help families obtain birth immunization record, dental form Accessible process to physically get certificate and proof of income if needed. **Head Start, high quality preschool, MFE, high quality child to JFS office, dental office, etc.. (LOR #1) (transportation) Create a standardized handouts that anyone can **Population** use to assist parents with how to obtain needed Accessible process to get all documentation. (LOR #1) documentation to enrollment office PPC patients under the age (locations, hours, transportation) of 5 that want to enroll in a Create a script that can be used by other clinic high quality early childhood staff to help parents understand importance of or early intervention program early childhood education. (LOR #1) Organized methods of retaining all and are working with the EC documentation collected. Legend Specialist. Potential intervention Active intervention Adopted/Abandoned intervention Note: LOR #= Level of Reliability Number, e.g., LOR 1



LEARNING CYCLES





PDSA Ramp Name: Standardizing Process

Standardizing Process		Test Cycle 1	Test Cycle 2	Test Cycle 3	Test Cycle 4
PLAN	Test Description:	Train staff in another dept.t to assist with basic preschool enrollment with families.	Create a map of all Cincinnati "funded" preschool programs and have staff member use this when assisting families.	Add to map, links for pre- enrollment and direct links to programs website and enrollment instructions.	Test using map and enrollment information at clinic that values early childhood.
	Objective:	To test and see whether brief training would help another staff member navigate preschool options with a family.	To test whether having a map of programs would help identify best program to fit families needs.	To test and see whether a family could use the map software to enter their own address and find a program.	To test and see if clinic staff can use map to assist families with enrollment.
	Prediction:	Staff member could give family's who needed minimal assistance help with enrollment.	The staff member could tell the family what options are close to their home.	Families can see programs close to their home but may have questions about them.	Provider can assist in the first step and refer families that need morel assistance.
	How will success of the test be measured?	Qualitative data to see if staff member felt knowledgeable. Quantitative data to see if family needs more assistance	Qualitative- if staff member felt she was able to provide reliable info. Quantitate data to see if family needs more assistance.	If families are able to locate a close program that meets their needs and understands enrollment directions.	If clinic staff are able to help families successfully locate a program and give enrollment directions. Only "needy" cases referred.
	Plan details:	Outreach to 3 families to discuss preschool enrollment	Outreach to 5 families to discuss preschool enrollment	Test with a small number of families in clinic then discus.	Test at Hopple clinic one day per week.
DO	Was the test carried out as planned? Yes/No	Yes	Yes	Not carried out yet- currently finalizing map	Not yet- finalizing map and spending time to "get to know" clinic first.
	Test Results (data & observations):	2 out of the 3 families needed further assistance from the EC Specialist to find program that meets their needs.	Able to identify close programs but then had to navigate enrollment information for each program.		
STUDY	Did results match prediction? Yes/No	No. More families needed further assistance than we originally predicted.	Yes but need to add more detail to map to include enrollment information.		
	Learning:	Would be helpful to have a map with all programs that you could put in family's address.	Add additional enrollment information for staff to refer to.		
ACT	Adapt, Adopt or Abandon:	Adapt	Adapt		

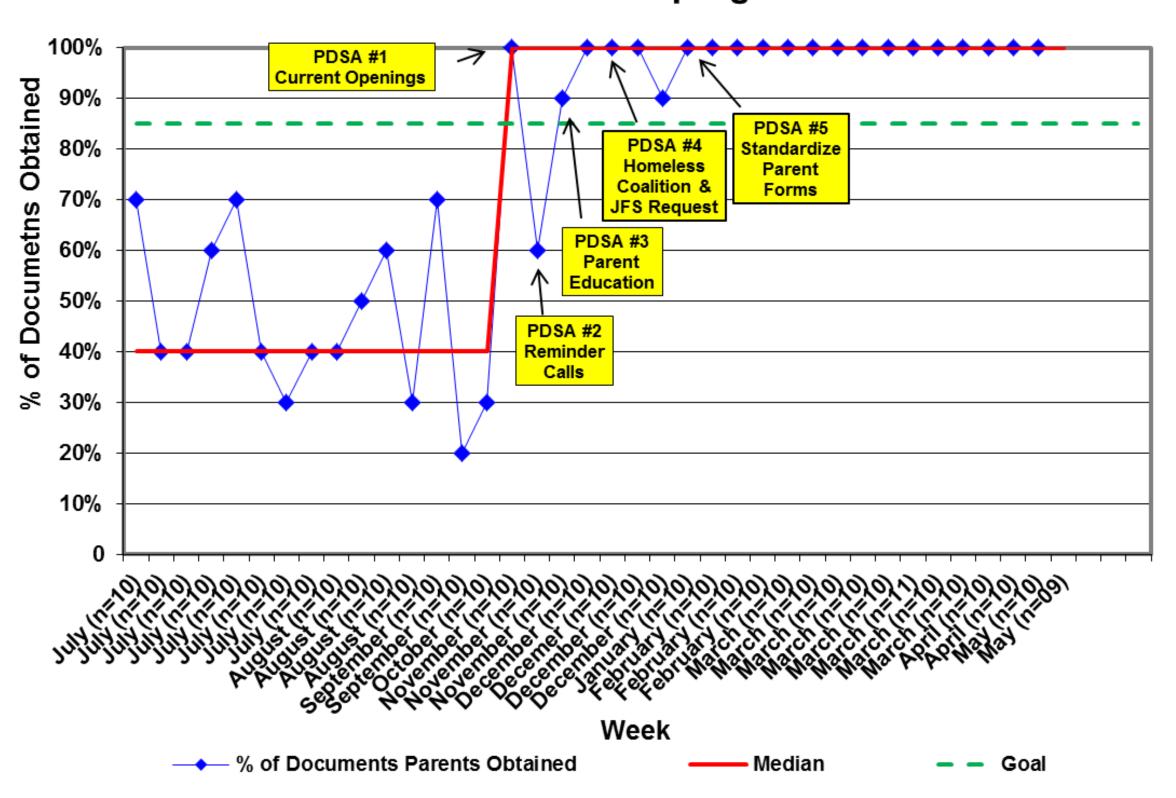
RESULTS

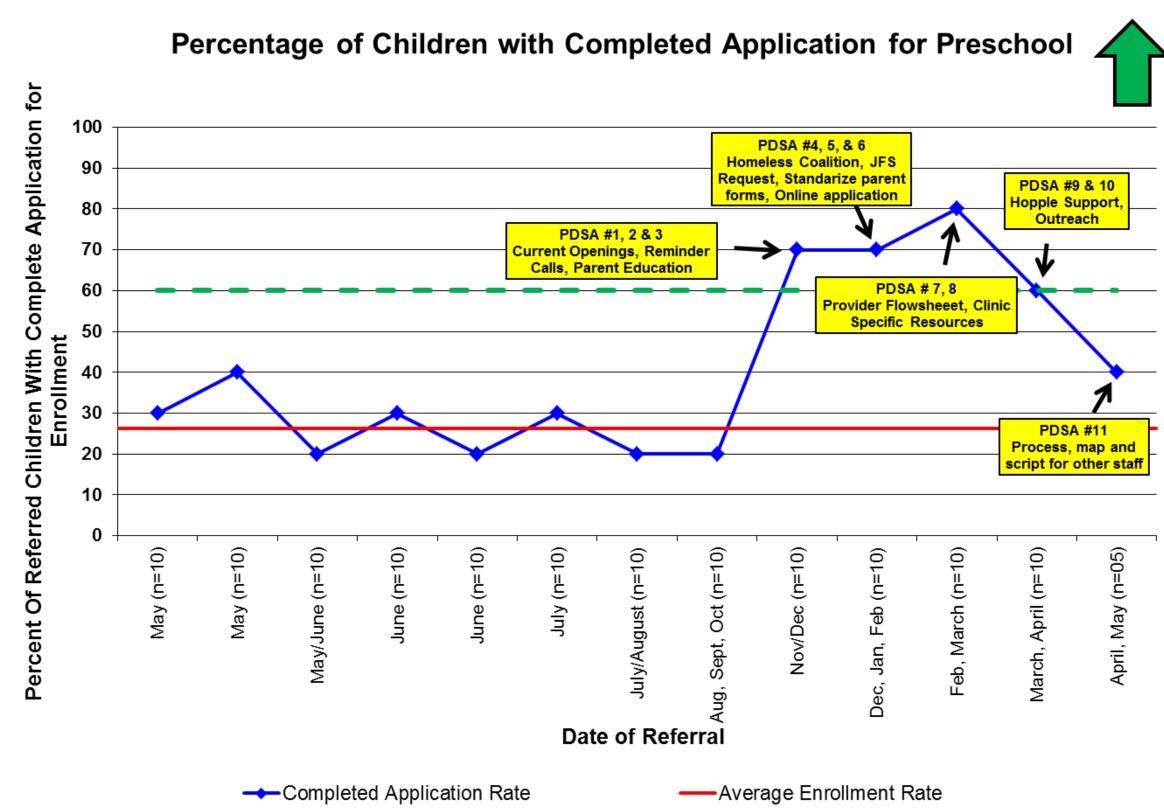




% of Paperwork Parents Obtain to enroll in early childhood programs







MOST PROUD&WHY

- Created new partnerships to assist families in obtaining documentation.
- Created standardized resources on document collection that be used with any family in the area.

GREATEST CHALLENGE

• Even when parent's obtain all the needed documentation, some families still run into many barriers to enrollment including transportation to local enrollment office, hours of local enrollment office, and competing priorities due to basic needs not being met at home.





TEAM MEMBERS

Amy King